



**UNIVERSITY OF KANSAS MEDICAL CENTER
School of Allied Health Bylaws**

Amended: 11/16/99
01/23/02
06/22/05
02/14/08
02/17/09

PREAMBLE

Bylaws for the faculty of the School of Allied Health are developed under the charter granted on March 20, 1969 by the Kansas Board of Regents:

WHEREAS, for many years there has been in operation a validly created Senate of the University of Kansas composed of members of the faculties and staff of the University and a validly created All Student Council composed of representatives of the student body of the University; and,

WHEREAS, it now seems desirable that the faculties, staff and students of the University form a coordinated governmental structure;

NOW, THEREFORE, the Board of Regents of the State of Kansas hereby (1) approves the UNIVERSITY OF KANSAS SENATE CODE duly adopted by the appropriate constituencies of the University and recommended to it by the Chancellor; (2) charters the various governmental bodies provided for in said codes and may be amended from time to time with approval of the Chancellor; and (3) decrees that this Charter supersedes the Charter of the Senate of the University of Kansas of March 21, 1968.

The All-University Senate conjoins the members of the University Senates on the Lawrence and Medical Center campuses. Subject to and in accordance with the control of the Chancellor and the Board of Regents as prescribed by law, the All-University Senate is empowered to formulate regulations concerning such affairs as directly affect the entire University community (both Lawrence and Medical Center campuses). The presiding officer of the All-University Senate is the Chancellor or the Chancellor's designate. The Senate Code does not require regular meetings of the All-University Senate, and it assembles only when called by the Chancellor, by the University Senate on either campus, or by petition of at least one hundred members of the All-University Senate to the Executive Secretary of the University.

The University Senate, University of Kansas Medical Center, is composed of the Chancellor, the Executive Vice Chancellor and the members of the faculty. The University Senate, University of Kansas Medical Center, is empowered to formulate rules and regulations for the control and

governance of those affairs of the University that directly affect the University of Kansas Medical Center.

The Bylaws of the School of Allied Health are developed in accordance with the Bylaws of the Faculty Assembly of the University of Kansas Medical Center to provide for the organization and function of this School's faculty. Actions of this faculty under these Bylaws are subject to the authority of the Board of Regents, and the Chancellor or the Chancellor's designate as provided by law.

ARTICLE I – Name and Purpose

The SCHOOL OF ALLIED HEALTH FACULTY shall be concerned with developing and recommending to the Dean the policies of the School and the planning and development of programs which will facilitate excellence in teaching, research and service. The members of the faculty of the School of Allied Health (SAH) are organized under these Bylaws. The Chief Administrative Officer of the SAH is the Dean, who is responsible to the Executive Vice Chancellor and ultimately the Chancellor.

ARTICLE II – Membership

The SAH Faculty shall consist of all individuals who have academic appointments in the School or in a department or program in the school. Eligibility for voting and committee service within the School further requires SAH faculty members to have primary full-time or part-time academic appointments in the SAH.

ARTICLE III – Meetings

Section 1. Regular Meetings of the SAH Faculty

The faculty shall meet twice a year to hear plans for the ensuing school term, to hear committee reports, to hear the results of elections and to conduct business. The date and time for these meetings shall be determined by the Steering Committee in consultation with the Dean.

Section 2. Special Meetings of the SAH Faculty

- A. Special meetings of the SAH Faculty may be called at the request of the Dean or by the Steering Committee.
- B. The Steering Committee shall call a meeting of the Faculty within 30 days upon receipt of a written petition signed by ten members of the faculty.

Section 3. Notice of SAH Faculty Meetings

- A. Notice of the time and place of meetings of the SAH Faculty shall be sent to all members at least one week in advance of the meetings. The agenda shall be included with the notice of the meeting.
- B. If an emergency exists, a meeting may be called with two days notice.

Section 4. Agenda for SAH Faculty Meetings

- A. The preparation of the agenda for SAH Faculty meetings is the responsibility of the Steering Committee in consultation with the Dean.
- B. The members may recommend to the Steering Committee the inclusion in the agenda of certain items of business.
- C. A member of the Faculty, at any meeting, may move for discussion of certain business and, if this motion is passed by the Faculty, the Steering Committee must include this business as an agenda item at the present, the next regular, or special meeting of the Faculty.

Section 5. Presiding Officer at SAH Faculty Meetings

The Chairperson of the Steering Committee or his/her designee shall preside at meetings of the SAH Faculty.

Section 6. Minutes of the SAH Faculty Meetings

- A. Minutes shall be kept of all Faculty meetings and copies of same shall be forwarded to all members of the Faculty within one week after the meeting.
- B. Suggested corrections to the minutes should be communicated to the Steering Committee, for incorporation into the agenda of the next meeting of the SAH Faculty.

Section 7. Quorum and Decisions

- A. One-fifth of the faculty membership shall constitute a quorum to conduct business.
- B. Business decisions shall be the will of the majority attending a regular or special meeting of the SAH Faculty, provided proper notice of the meeting was given, a quorum being present.

Section 8. Balloting on SAH Faculty Decisions

- A. A ballot on a decision shall be required if requested by ten percent of the membership at any meeting or by written petition, or if deemed necessary by the Steering Committee.
- B. The procedure for a ballot shall be:
 - 1. The written petition with signatures of voting faculty members must be forwarded to the Chairperson of the Steering Committee.

2. The question must then be submitted by the Steering Committee to the Elections Committee to conduct a vote of the faculty by ballot by the tenth working day following the meeting or by the tenth working day following receipt of the petition.
3. Results of voting shall be reported by the Elections Committee within ten working days of the date the ballots are due.
4. The majority shall decide. If less than one-fourth of the Faculty ballots are received, there is no vote and no decision on the question. Therefore, a ballot must be resubmitted for reconsideration of the question.
5. The decision on the question shall be announced by written communication and shall be in effect following the ballot count.

ARTICLE IV – Standing Committees

The standing committees of the School are as follows:

Elections Committee
Appointment, Promotion and Tenure Committee
Steering Committee
Academic Affairs Committee
Research Committee
Professional Development Committee
Diversity Committee
Faculty Practice Committee

Section 1. General Rules (applies to all committees)

- A. All committee members shall be elected by the SAH Faculty for terms of office of three years beginning July 1 unless otherwise specified. If vacancies should arise after the annual election they shall be filled by appointment by the Steering Committee upon advice of the Elections Committee. The Dean, as needs arise, may appoint additional members to committees with the concurrence of the Steering Committee. Approximately one-third of the members shall be elected each year. Members may succeed themselves on committees for one additional term, with the exception of the Elections Committee and the Appointment, Promotion & Tenure Committee.
- B. Each committee shall elect a chairperson each year from its membership and shall establish rules for conduct of its affairs. These rules together with its minutes and reports will be filed with the Dean and, other than Appointment, Promotion and Tenure Committee, open to the members of the School at all times.
- C. The Chairperson shall be an elected member of the committee. The Chairperson shall preside at committee meetings and shall be responsible for calling meetings and for communicating with the SAH Faculty and other committees within the School as necessary.

- D. The Dean or appointed designee may attend as an ex-officio (non-voting) member, meetings of all standing committees.
- E. Student representation to committees will be determined according to University Senate Code, Article 17.2, concerning student representation on college, school and department committees of the faculty.
- F. Other functions may be assigned to the committees by the Dean.
- G. The policies and procedures for each school committee are to be documented in a policy handbook or manual and placed in a readily accessible place on the School's web site. These documents are designed to state clearly the policies and procedures through which each committee attains its objectives in accordance with the School's Bylaws. Unless otherwise stated (e.g., the Guidelines for Tenure and Promotion for the APT Committee), the policies and procedures detailed in the SAH committee policy documents may be changed by majority vote of the specific SAH committee seeking a change. When a change in a committee policy document is made, the chair of the affected committee is responsible for ensuring that the change is reported to the SAH Steering Committee and recorded on the SAH web site.

Section 2. Elections Committee and Elections

- A. Membership. The Elections Committee shall consist of three members of the SAH Faculty elected for a term of three years, with one new member being elected each year. The members shall not serve two consecutive terms.
- B. Functions:
 - 1. The committee shall be responsible for the election of faculty members to standing committees.
 - a. The committee shall issue a call for nominations to all necessary committee positions on February 1 of each year. Self-nomination is encouraged. No nominations shall be accepted after March 1.
 - b. Elections shall be conducted by ballot. Ballots shall be forwarded to members on April 1 and shall not be counted unless received by May 1.
 - c. A plurality vote shall elect to each position. An election will be deemed valid when the number of received, valid ballots equals or exceeds one-fourth of the voting members of the SAH. Should vacancies occur in a committee, all nominees shall be candidates for these positions; and the candidates with the largest number of votes shall be elected.
 - d. Should a tie vote occur, the Steering Committee shall cast the deciding vote, the decision being made by ballot.

- e. The results of the elections shall be announced to the SAH Faculty shortly after May 1. A complete roster of the membership of the SAH standing committees shall be available to each member of the SAH by July 1.
2. The tallies from each call for nominations and each election shall be kept for at least three years from the close of voting on May 1. No information which identifies individual voters, matches a voter with their ballot, or tracks their voting actions may be retained.

Section 3. Appointment, Promotion and Tenure Committee

The purpose of the Appointment, Promotion and Tenure Committee is to insure the quality of the faculty.

A. Membership:

One full time tenured associate professor or tenured full professor from each department selected by that department for a total of eight members (Cytotechnology shall be included with Clinical Laboratory Sciences in this process.) Departments can petition the SAH Steering Committee for the inclusion of a tenured assistant professor if no associate or full professor is available.

However, no more than three assistant professors shall be on the committee. Departments without tenured faculty may elect a representative who shall have voice but no vote on the committee. Membership may include faculty who are departmental chairpersons.

Members shall have terms of two years. Each department determines the number of consecutive terms that a faculty representative from that department is permitted to serve. Four departments shall select members in even numbered years; four departments shall select members in odd numbered years.

Individual departments shall have appointment, promotion and tenure committees of at least three SAH Faculty members. The departmental APT committee shall review the candidate's application for completeness and organization and evaluate the qualifications of the candidate for promotion and/or tenure.

The departmental committee shall perform the preliminary review of tenure track candidates at the end of their third year of service.

B. Functions:

1. Review recommendations for appointments, promotions, and tenure received from the Dean submitted by Department Chairpersons, Program Directors or individuals, in accordance with promotion and tenure policies adopted by the SAH Faculty.

2. If there are fewer than five committee members at or above the rank for which an individual has applied, sufficient numbers of additional faculty at or above that rank shall be identified to complete a five-person committee. Additional committee members may be from the SAH or other Schools at the University of Kansas. The APT Committee will select these individuals from a list of potential members that it develops in consultation with the Chair of the department in which the candidate is to be appointed and/or tenured. The entire APT Committee, including those who are not tenured and do not hold the rank of Associate Professor or higher, will participate in a vote to select which members will be added to form the new committee. All new committee members shall have voice and voting privileges for the cases being reviewed. The recommendations of the committee will be conveyed to the Dean of the School.
3. Review and revise committee policies and procedures as necessary, and oversee the review and revision of guidelines for appointment, promotion and tenure as needed.
4. Revisions and/or modifications to the faculty performance guidelines shall be recommended by the APT Committee and approved by the Dean and majority vote of the tenured and tenure track faculty.

Section 4. Steering Committee

- A. Membership: Three elected members who have been full time SAH faculty for the most recent five years, and chairs of the standing committees. Each member would have a vote.
- B. Chairperson: The Chairperson of the Steering Committee shall function as the representative to the Steering Committee of the Faculty Assembly of the University of Kansas Medical Center.
- C. Functions:
 1. Call and conduct meetings of the SAH Faculty.
 2. Prepare agendas for such meetings.
 3. Coordinate orientation programs for new SAH Faculty members.
 4. Appoint an ad hoc grievance committee for SAH Faculty if requested by the Dean.
 5. Coordinate faculty governance activities within the SAH.
 6. Facilitate communications among SAH committees and with other campus governance groups.

Section 5. Academic Affairs Committee

- A. Membership: Five elected faculty members.
- B. Functions:

1. Establish and implement policies and procedures for review and approval of:
 - a. proposed new undergraduate courses;
 - b. deletion of existing undergraduate courses; and
 - c. revision of existing courses within new or existing academic undergraduate programs.
2. Conduct periodic review of protocols for hearing appeals regarding student academic performance.
3. Carry out assigned responsibility as established by the Dean and/or the SAH Faculty.
4. When a SAH student grievance committee is appointed by the Dean, one member of the SAH Academic Affairs Committee will be appointed to serve as chairperson.

Section 6. Research Committee

- A. Membership: Five elected faculty members. The SAH Associate Dean of Research will be an ex officio (non-voting) member.
- B. Chairperson: The Chairperson of the Research Committee shall function as the representative to the Research Committee of the Faculty Assembly of the University of Kansas Medical Center.
- C. Functions: The purpose of the SAH Research Committee is the furthering of excellence in scholarly pursuits especially in the area of research.

Section 7. Professional Development Committee

- A. Membership: Five elected faculty members each serving a 3 year term, and one student liaison serving on an annual basis.
- B. Functions:
 1. Act as liaison among SAH students and faculty.
 2. Prepare a development plan based on survey results, internal and external initiatives, participant feedback, professional trends and directions.
 3. Coordinate professional development activities for students and faculty.
 4. Select one representative from the SAH Faculty or Staff to serve on the SAH Student Senate.
 5. Develop, recommend, and review policies and documents related to student life, in conjunction with the SAH Student Senate.

6. Review the policies and procedures for due process and student grievances within the SAH, and recommend changes to the Dean if necessary.
7. Coordinate activities involved with the New Student Orientations and the Spring Recognition Ceremony, in conjunction with the Dean's office.
8. Review scholarship applications and make recommendations for scholarships, academic awards, and honors to the SAH Dean's office and/or other appropriate agencies.
9. Carry out other responsibilities as assigned by the Dean of the SAH.

Section 8. Diversity Committee

A. Membership: Five elected faculty members.

B. Functions:

1. Promote appreciation, understanding and tolerance of diversity among students, staff and faculty in the SAH.
2. Identify and facilitate utilization of resources to support SAH initiatives on diversity.
3. Review and assist in the development of practices and policies of the SAH regarding:
 - a. recruitment of students, staff and faculty from diverse groups, and
 - b. retention and success of students, staff and faculty members from diverse groups.
4. Select recipients of the SAH awards and scholarships specific to under-represented groups.

Section 9. Faculty Practice Committee: SON and SAH Combined Committee

A. Membership

1. Three (3) faculty members from the SON who are participating actively in the faculty practice plan.
2. Three (3) faculty members from the SAH who are 50% or greater time and who are interested in faculty practice issues. It is recommended that the three members be from different departments within the school.
3. Associate Dean for Clinical and Community Affairs, SON, ex-officio.
4. Assistant Dean, SAH, ex-officio.
5. One graduate nursing student.
6. One allied health student.
7. The committee will be co-chaired by a SON and SAH member. The SAH member will co-chair during the last year of the 3 year term.

B. Functions

1. Be informed of issues and trends in faculty practice.
2. Work in partnership with all the schools (SAH, SON, SOM), and other entities and agencies to promote excellence in patient care delivery.
3. Provide counsel and recommendations pertaining to faculty practice issues to the Associate Dean for Clinical and Community Affairs when appropriate.
4. Establish and prioritize annual clinical development opportunities to enhance the functioning of faculty practice.
5. Review and suggest models for faculty practice implementation.
6. Suggest methods for marketing and increasing the visibility and revenue for faculty practice.

ARTICLE V – Parliamentary Authority

The rules contained in "Roberts Rules of Order Revised" shall govern the School in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VI – Methods of Amending These Bylaws

Section 1. Proposals to Amend

- A. Amendments to these Bylaws may be proposed by any of the standing committees.
- B. Ten percent of the School may petition through the Steering Committee to amend these Bylaws. The proposed amendment shall be submitted in writing with affixed signatures of SAH Faculty. The proposal must be presented to the School at the next meeting.

Section 2. Consideration of Amendments

Amendments may be considered at any meeting of the School, provided the members receive the proposed amendment in writing one week before the scheduled meeting.

Section 3. Adoption of Amendments

Amendments may be adopted by a two-thirds vote of those members who voted, provided one-fourth of the membership ballots are received.